Budget Bureau No. 80-R177

ATTACHMENT A
Circular No. A-79

SEMI-ANNUAL REPORT OF ACCOMPLISHMENTS IN THE
MANAGEMENT OF AUTOMATIC DATA PROCESSING
(FOR USE IN PREPARING REPORT TO THE PRESIDENT)

Agency_____ Period Covered_____

Person to contact regarding report: Name_____Phone_____

I. ACCOMPLISHMENTS IN THE USE OF ELECTRONIC DIGITAL COMPUTERS

Describe those situations in which computer-based systems have been
installed or revised during the report period to enable the agency to
improve significantly its service to the public or otherwise increase
substantially the effectiveness and efficiency of its operations. Each
situation should be described concisely, in lay terms, avoiding the use
of abbreviations or acronyms unless properly identified at some point
in the text. The description of each situation will be in accordance
with the following format and, as a general guide, will not exceed two
pages.

 a. The agency program (function) in which the computer is used.
Describe, in general terms, the agency program or function in which the
computer or computers are used. Include, when practicable, indicators
of the magnitude of the program.

 b. The benefits obtained. Describe the major benefits being
obtained. These benefits could be in the form of improved service to
the public, more effective program performance, ability to perform
essential work not previously feasible, reduced operating costs or the
avoidance of increased costs, improved personnel utilization, or a
combination of these. The benefits should be stated as specifically as
possible, and in quantitative terms whenever feasible, so that the
advantages gained are clearly evident. Reductions in costs and
personnel will be stated on a net basis, or will cite both gross reduc-
tions and offsetting increases. Generalized statements which refer,
for example, to the availability of better or more timely information,
or to the ability to make better decisions, should be avoided.

 c. The role of the computer(s). Describe the manner in which the
performance of the function is facilitated by the computer(s), including
the principal differences between the way the work was accomplished
previously and now. Include also, if feasible, an identification of the
make and model of the computer(s) being used and indicators of the
magnitude of the computer effort, e.g., computer hours devoted to the
work, or the extent of programing support required.

(No. A-79)

II. ACCOMPLISHMENTS IN THE MANAGEMENT OF ADP ACTIVITIES

Describe significant accomplishments during the report period in the
management of ADP activities, as distinguished from the uses of
computers which are reported in Section I. Specifically, all agencies
will include a reference to actions taken in response to the following
recommendations contained in the Report to the President on the Manage-
ment of Automatic Data Processing in the Federal Government dated
March 2, 1965:

Chapter	Recommendation Number	Recommendation
2	3	Agencies should develop master data processing plans at appropriate levels, to serve as guides in the orderly development of systems and to assure the most effective use of staff resources available for that development.
5	2	Agency heads should take appropriate steps to assure that decisions to rent equipment remain under constant review, and that prompt action is taken to purchase the equipment if, in accordance with published criteria, it becomes advantageous to do so.

Other accomplishments reported in this section should be categorized by
appropriate headings which might include but need not be limited to the
following examples:

    a. standardization of computer-based data processing systems, or
components thereof, within or among agencies (if not reported in
Section I);

    b. integration of computer-based data processing systems on an
interagency and intra-agency basis (if not reported in Section I);

    c. initiation or completion of research and development or test
programs intended to improve ADP technology, techniques and systems;

    d. consolidation of computer facilities and staffs, such as
systems development and programing staffs;

    e. the sharing of computers and ADP personnel;

f. the use of excess equipment in lieu of acquiring additional equipment;

g. the use of excess Government-owned equipment to permit the release of rented equipment;

h. negotiation of equipment procurement contracts under terms more favorable than those provided in the Federal Supply Schedule.

In all cases, the benefits obtained from the reported actions should be specifically identified.

The General Services Administration and the Department of Commerce will include references to those other recommendations in the above-mentioned Report which relate specifically to their respective responsibilities.

III. PLANS FOR THE FUTURE

Describe briefly significant actions planned or under way (but incomplete) which are expected to result in accomplishments that will then be reportable in Sections I or II in future reports. A statement of anticipated benefits should be included in the description. The plans should be described under the following headings and be related to the kinds of actions specified in Sections I and II respectively:

a. Plans for the use of computers;

b. Plans for the management of ADP activities.

Subsequent reports need only include an appropriate updating of the plans to indicate current and projected status.

IV. AREAS IN WHICH MANAGEMENT IMPROVEMENT OF ADP ACTIVITIES REQUIRES ACTION ON THE PART OF OTHER AGENCIES

Describe significant improvements in the use of computers or in the management of ADP activities which could be achieved by your agency but which are largely dependent upon action on the part of other agencies, including possibilities for systems standardization and systems integration on an interagency basis. If appropriate, include recommendations for bringing about such improvements. Subsequent reports need only describe additions or revisions to the initial report.

V. ORGANIZATION

Describe briefly the organizational framework and assignment of responsibilities through which the agency head is assured that ADP activities are properly managed. Bureau of the Budget Circular A-61 provides guidance in this respect. Include an identification of the organization at the departmental or agency headquarters level which is responsible for overall management of the agency's ADP activities and state its precise responsibilities for each of the following:

    a. master planning for the development of computer-based data processing systems;

    b. systems design, including the coordination or development of standard systems for interagency and intra-agency use;

    c. review of proposed systems, including a determination of the possibility of using existing computer facilities or excess equipment;

    d. equipment selection and method of procurement;

    e. evaluation of systems in operation, including continuous review of purchase/lease decisions.

Subsequent reports need not repeat information under this section if there is no change from a previous report, but should indicate "no change" in such cases.